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**MEMORANDUM FOR:** Project Director of Operations  
Project Director of Administration  
Project Director of Material

15 March 1956

**THROUGH :** Deputy Project Director

**REFERENCE :** Memorandum for Project Contracting Officer, dated  
14 March 1956, from Project Director, Subject  
"Follow-Up of 1 March Suppliers' Meeting"

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1. I draw your attention to the attached memorandum to the Contracting Officer concerning follow-up on our last suppliers' meeting. Since there are many items on which follow-up will be required, I ask that you assist him in this task as he may request.

2. I wish also to say a word in explanation of the attached memorandum. I am most anxious that we should not establish a highly formal and bureaucratic procedure for follow-up on the many detailed matters that constantly require our attention. Still less do I want to request burdensome and unnecessary reporting on such matters. On the other hand, I do believe we must be sufficiently orderly in the way we follow-up details so that our business gets done promptly and we know whether it has gotten done. Moreover, I do not think we have always been as effective as we might in the past and the warmth in the last few sentences of the attached memorandum is fully intended. It is for this reason that I have asked the Contracting Officer to clarify individual responsibilities beyond possibility of doubt and that I ask responsible officers to keep the Deputy Project Director and me advised of action taken and even more of failure to take action.

**RICHARD M. BISSELL, JR.**  
Project Director

RMB:djm

1-Dir of Ops

2-Dir of Admin

3-Dir of Material

4-Dep Pro. Dir.

5-RMB Chrono

6-Contracting Officer

7-Security

8-

9-Proc. Circum 100

10-Pro. Reading

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